

DOCUMENTATION OF VOLUNTEER SERVICE

Name

SSAN

CONDITIONS OF SERVICE

For Student Volunteers: Under 5 USC 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Tort Claims Act. Service is not creditable for leave or any other employee benefits.

For other volunteers: Volunteer service is not creditable for leave or any other employee benefits.

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Name of Organization

Position Title

Duty Location

Tour of Duty (days and hours on duty)

Beginning Date of Volunteer Service

Statement of Duties and Responsibilities

Name and Signature of Supervisor

Date

COMPLETION OF PERIOD OF VOLUNTEER SERVICE	
1. Name of Volunteer	
2. Date of Completion	
3. Signature of Volunteer	
4. Signature of Supervisor	
5. Signature of Coordinator	

Ending Date of Volunteer Service

Total Hours or Days Worked

Supervisors Appraisal of Volunteers Service

Name and Signature of Supervisor

Date
